



Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

August 8, 2008

School Name
LEA Name
Address
Address

Dear Principal:

Recently, the Arizona Department of Education (ADE) released the Adequate Yearly Progress (AYP) determinations for all schools and districts as required by the *No Child Left Behind Act (NCLB)*. **ADE records indicate your school did not make AYP and is identified in Title I School Improvement – Warning.**

Once a Title I school is identified for improvement, it must make AYP the following year (Spring 2009) in the same indicator before it is removed from improvement status. Consequences escalate for each subsequent year of not making AYP in the same indicator, and your school will move from Title I School Improvement – Warning to Title I School Improvement – Year 1.

Please note that you may appeal this school improvement label, but you should *register for and attend the School Improvement and Intervention Warning Year Forum if you are planning to apply for the Title 1 School Improvement Warning Grant.*

Acquiring the Warning Year Grant necessitates that the school principal and selected personnel (one or all of the following: Federal Programs Coordinator and/or two staff School Improvement team/staff members) attend a School Improvement and Intervention Warning Schools Fall Process Forum.

The registration link is: <http://www.ade.az.gov/onlineregistration/calendar/RenderCalendar.asp>.

If your school improvement appeal is successful, you will be able to cancel the forum registration without cost to your school.

As a result of being identified in need of improvement, your school is eligible for a \$10,000 “**2009 Title I School Improvement – Warning Grant**” to assist in writing and to begin implementing an Arizona School Improvement Plan (ASIP).

Should you seek the \$10,000 The 2009 Title I School Improvement – Warning Grant, the immediate requirements for your school are:

SCHOOL IMPROVEMENT – WARNING	
DISTRICT/CHARTER HOLDER RESPONSIBILITIES	SCHOOL PRINCIPAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Required attendance at one of the Fall Process Warning Year Forums. To register go to www.ade.az.gov and click on the <i>Calendar of Events</i> logo and select the date of one of the following one-day Warning Year Forums : • 9/10/08 Phoenix - Desert Willow Conference Center • 9/17/08 Flagstaff – High Country Conference Center • 9/24/08 Tucson – Holiday Inn Palo Verde 	<ul style="list-style-type: none"> • Required attendance at one of the Fall Process Warning Year Forums. To register go to www.ade.az.gov and click on the Calendar of Events and select the date of one of the following one –day Warning Year Forums: • 9/10/08 Phoenix - Desert Willow Conference Center • 9/17/08 Flagstaff – High Country Conference Center • 9/24/08 Tucson – Holiday Inn Palo Verde
<ul style="list-style-type: none"> • Notify parents of the reasons for identification (refer to the required components of the Parental Notification). 	<ul style="list-style-type: none"> • Notify parents of the reasons for identification (refer to the required components of the Parental Notification).
<ul style="list-style-type: none"> • On behalf of each school in Title I School Improvement Warning status, the district may 	<ul style="list-style-type: none"> • Utilize the Title I School Improvement Grant funds to write/revise an ASIP and to begin implementing

apply for Title I School Improvement Warning Grant in the amount of \$10,000 (Grants will be available September 1, 2008) <ul style="list-style-type: none"> • Provide technical assistance 	strategies in the ASIP. <ul style="list-style-type: none"> • If the school has Title I instructional staff that are not highly qualified per NCLB Title II-A, the school must use the funds to assist those teachers in becoming highly qualified.
<ul style="list-style-type: none"> • Assist the school in writing/revising an ASIP. Review and approve the ASIP prior to submittal to ADE. 	<ul style="list-style-type: none"> • Write/revise ASIP within 90 days of identification and submit to ADE by December 2, 2008, through the IDEAL web portal at: www.ideal.ade.az.gov

The following information describes school improvement responsibilities in more detail.

ARIZONA SCHOOL IMPROVEMENT PLAN

The first step in the improvement planning process is to involve as many stakeholders as possible in a comprehensive needs assessment, utilizing the Standards and Rubrics for School Improvement. This instrument may be downloaded from ADE’s website: www.ade.az.gov/schooleffectiveness/STDSRUBRIC.pdf. Schools should then review the evidence gathered to determine the strengths and limitations and write goals with supporting strategies based on this evidence to assist the school in making AYP. The ASIP is designed to assist schools in using data to target all academic and/or non-academic goals to specifically address the reason(s) for not making AYP. The web-based ASIP is available online via IDEAL web portal at www.ideal.ade.az.gov

PARENT NOTIFICATION

A district/charter holder shall promptly provide parent notification of each student enrolled in an elementary school or a secondary school identified for school improvement. **The required components of the parent notification** include:

- an explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the district/charter holder involved and the state;
- the reasons for the identification;
- an explanation of what the school identified for school improvement is doing to address the problem of low achievement;
- an explanation of what the district/charter holder is doing to help the school address the achievement problem;
- an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement.

The required template letter and the instructions to compare the school’s academic performance may be found at: <http://www.ade.az.gov/asd/Title1/AccountabilityGrants/supportdocs/default.asp> (Under Tab 4)

Questions regarding the Title I School Improvement process may be directed to Douglas Price, Director of Title I School and District Improvement at 602-542-1562 in the Title I School Improvement Unit.

Sincerely,

Kimberly Allen

Kimberly Allen
 Deputy Associate Superintendent
 School Improvement and Intervention



Nancy Konitzer
 Deputy Associate Superintendent
 Title I and NCLB Consolidated Activities